**College of Micronesia – FSM**

**Minutes Reporting Form**

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|  **Meeting Group:** |  Finance Committee |

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| **Date:**  | **Time:**  | **Location:**  |
| December 05, 2022 | 3:14 p.m (Pohnpei time) | Zoom |

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| **Summary of Recommendations with Suggested Timeline & Responsibilities:** |
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| **Members:** |
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| **Titles/Representative** | **Name** | **Present** | **Absent** | **Remarks** |
| Chair: CTech.  | Xavier Yarofmal | X |  |  |
| Vice Chair: National | Julius Cecilio | *X* |  |  |
| Secretary: Chuuk  | Marie Mori-Pitiol | X |  |  |
| Ex. Officio: Comptroller | Roselle Togonon | X |  |  |
| CRE : |  |  |  |  |
| CTEC fac. rep | Debra Perman |  | X |  |
| CTEC Staff. rep | Leyolani S. Anson | *X* |  |  |
| Chuuk Campus Faculty Representative | Herner S. Braiel |  | X |  |
| Kosrae Staff: | Fred Espiritu |  | X |  |
| Kosrae Faculty: |  |  |  |  |
| FMI Staff: | Felisa Tmag |  | X |  |
| Yap Campus Staff: | Rosemary Manna | *X* |  |  |
| Yap Campus Faculty: | Gina E. Banua | *X* |  |  |
| NC Faculty: | Timothy Mamangon |  | *X* |  |
| President’s Office: | Hadleen Hadley |  | X |  |
| NC Staff: | Ritchie Joy Valencia | *X* |  |  |
| SBA Rep: |  |   |  |  |
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| **Additional Attendees:** |  |
| 1. **Attendance:**
2. **Announcements:**
3. **Old Business:**
4. **New Business:**
5. **Adjournment:**
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| **Agenda/Major Topics of Discussion:*** **Quorum was met with 8 members present at 3:14 pm so the Chair proceeded with the meeting**
* **Mission statement was read by Chair, Xavier Yarofmal**
* **Mission Statement reads:** The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.
* **Announcement:**
* **Comptroller announced that they are still trying to review the procurement process, simplify it and establish a uniformed Procurement Manual on Microix.**
	+ **Old Business:**
1. **Bookstore Procedures**
* **Since comptroller was not prepared to report, a motion was made by CTEC Rep. Leyolani and approved by majority to move it to January meeting. She further asked that members email their comments, questions or feedbacks regarding the Bookstore Procedure to comptroller so she can prepare.**
	+ **New Business:**
* **None**
	+ **Adjournment: Meeting was adjourned at 3:44p.m (Pohnpei Time)**
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| **Comments/Upcoming Meeting Date & Time/Etc.:**  |
| Next meeting: Not announced |

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| **Handouts/Documents Referenced:**  |
| **College Web Site Link:**  |
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| **Prepared by:** | Marie Mori-Pitiol | **Date Distributed:** | December 15, 2022 |

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| **Approval of Minutes Process & Responses:** |
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| **Action by President:** |
| **Item #** | **Approved** | **Disapproved** | **Approved with conditions** | **Comments** |